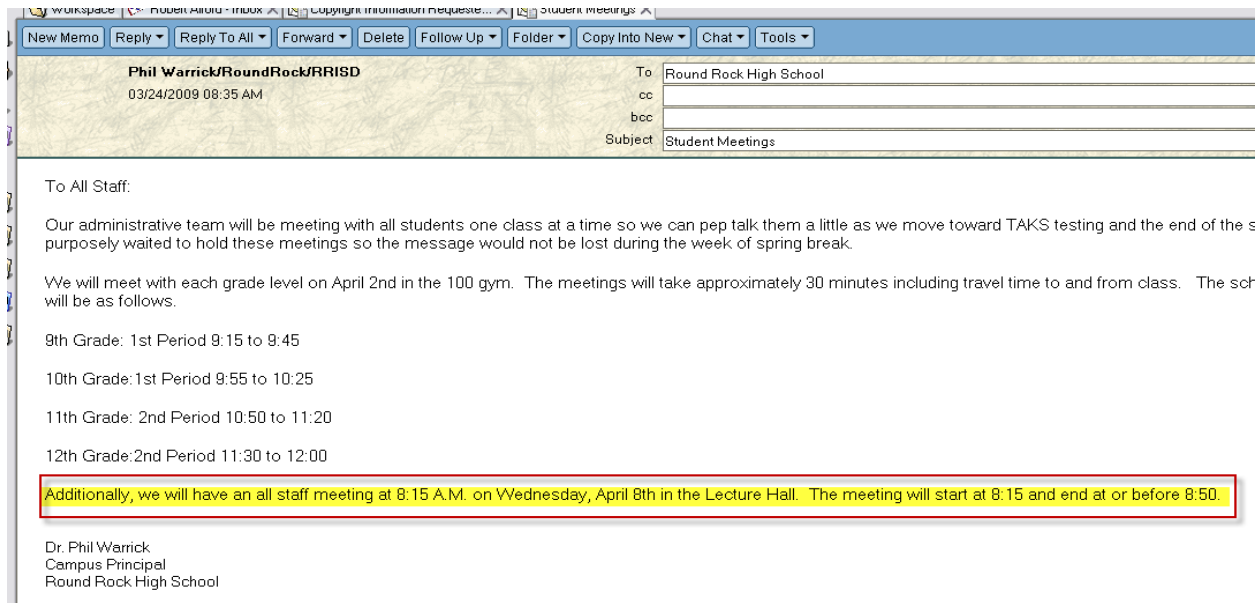


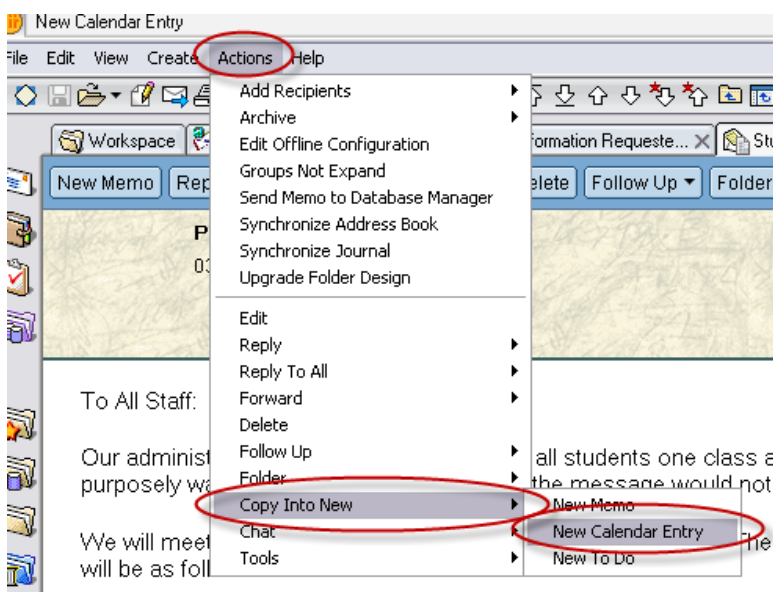
## Adding an email event to your calendar.

When you receive an email which includes an invitation or event which you need to remember or attend there is a simple way to add this event to your calendar.

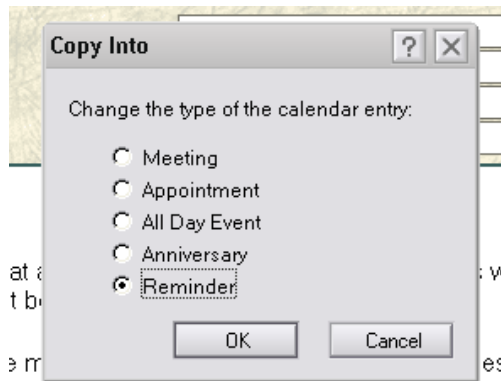
Let's look at an example: The email below contains information regarding an event which you might wish to remember.



To add this event to your LotusNotes calendar simply click Actions – Copy Into New – New Calendar Entry



Select the type of event and click OK



Customize the event by adding a subject, location, date and time (Notice the entire email is appended to the calendar entry).

Save and Close

Calendar Entry  
**Reminder**

Add a subject

Click on the calendar icon to change the date

Add the location

Click on the clock icon to change the time

|             |   |  |          |              |
|-------------|---|--|----------|--------------|
| Subject     | Staff Meetings                                | Where  | Location | Lecture Hall |
| When        | Starts  | Wed 04/08/2009   | 08:00 AM |              |
|             |   | <input type="checkbox"/> Specify a different time zone |          |              |
|             |   | <input type="checkbox"/> Repeats                       |          |              |
| Description | <a href="#">Click to append attachment(s)</a> |  |          |              |

To All Staff:

Our administrative team will be meeting with all students one class at a time so we can pep talk them a little as we move toward TAKS testing and the end of the year. We purposely waited to hold these meetings so the message would not be lost during the week of spring break.

We will meet with each grade level on April 2nd in the 100 gym. The meetings will take approximately 30 minutes including travel time to and from class. The schedule will be as follows.

9th Grade: 1st Period 9:15 to 9:45

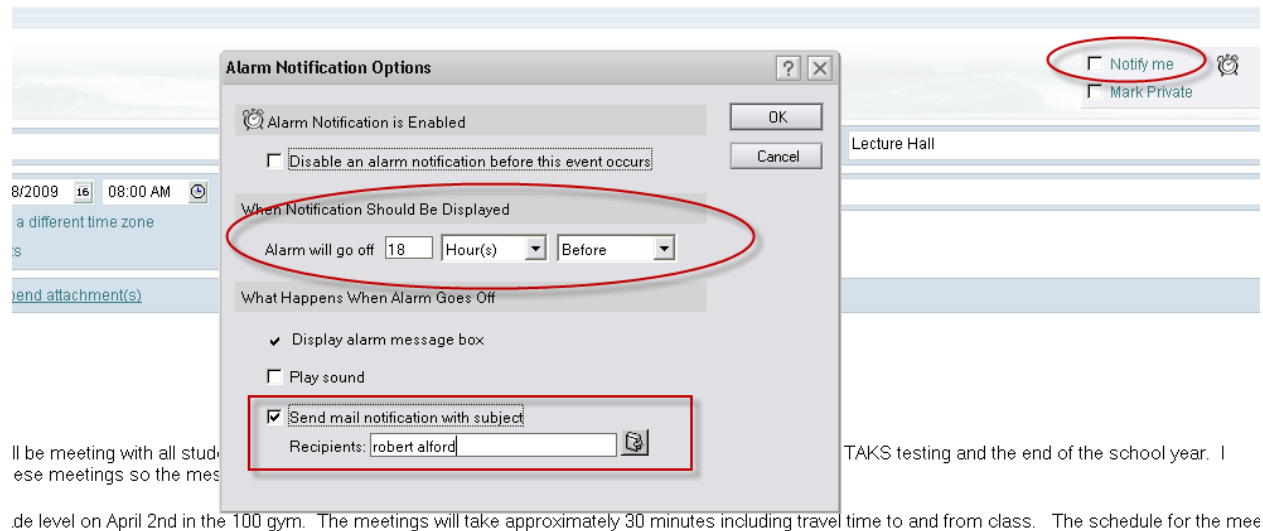
10th Grade: 1st Period 9:55 to 10:25

11th Grade: 2nd Period 10:50 to 11:20

12th Grade: 2nd Period 11:30 to 12:00

Additionally, we will have an all staff meeting at 8:15 A.M. on Wednesday, April 8th in the Lecture Hall. The meeting will start at 8:15 and end at or before 8:50.

Now my favorite part of the LotusNotes calendar – sending yourself an email reminder. Click on the Notify Me box on the upper right hand corner. The Alarm Notification Options box opens. Select a time for the alarm to go off. I also like to have LotusNotes send me an email message as a reminder. Click OK.



In the upper left hand corner click Save. You will know receive an email message reminding you of the event.